

Request for Proposal No. 800493

FOR

Ground Delivery Services

Issued By

Wright State University
Dayton, Ohio

In Conjunction With

OhioLINK

Proposals will be received until

April 1, 1993

Addressed to:

Wright State University
Purchasing Department
246 Allyn Hall
Dayton, Ohio 45435

- Note 1. Responses must be designated in the lower left hand corner "RFP No.800493 due April 1, 1993.
2. This bid will not be publicly opened.

INDEX

I.	Introduction and Vendor Information	1.1 - 1.14
II.	Instructions to Vendors	2.0 - 2.1.8
III.	Definitions Specific to Delivery Services	3.0 - 3.12
IV.	Specifications	4.0 - 15.4
	4.0 Classifications	
	5.0 Applicable Documents	
	6.0 General Requirements	
	7.0 Service Requirements	
	8.0 Delivery of Packages	
	9.0 After Hours Pick Up/ Delivery	
	10.0 Mailing Packaging/ Containers	
	11.0 Toll-Free Telephone Line	
	12.0 Insurance	
	13.0 Concealed Damages	

- 14.0 Parking
- 15.0 Accounting Records and Reports

V. Vendor Questions (Written Response Required)

VI. Cost Table (Written Response Required)

VII. Appendix

 A. Delivery Points

 A-1 Participating Libraries - Main Campuses

 A-2 Participating Libraries - Main Campuses

incl

 B. Observed Holidays

 C. Vendor Identification Sheet (Label A)

 D. OhioLINK Background Information

I. Introduction and Vendor Information

1.1 OhioLINK libraries include general academic libraries supporting a wide range of programs from non-degree course work to post-doctoral studies. They also include law, medical, and special libraries, including rare book collections, manuscripts, media, and archival materials. See Appendix D for further information pertaining to the background and agenda of OhioLINK (See Appendix A-1 and A-2 for a list of OhioLINK Delivery points.)

1.2 Objective of the Request For Proposal (RFP)

OhioLINK seeks a vendor to provide courier services, both pick up and delivery, among participating OhioLINK libraries. OhioLINK expects to initiate courier services by July 1993. Since OhioLINK is an evolving project, with libraries being phased in over three years, not all sites will begin using contracted courier services on day one.

Packages will contain library materials (see 3.2 and 3.2.1). Pick up and delivery points will be provided at locations indicated in Appendices A-1 and A-2. Vendors are requested to provide separate quotes for inclusion of regional/branch campuses as part of the delivery service to locations listed in Appendix A-2 (see 7.1.1 and 7.1.2).

OhioLINK expects that pick ups and deliveries will be made at least five days a week, although vendors should provide a price quote for providing six days a week delivery (see 8.2.1 and 8.2.2). OhioLINK further expects that library-to-library deliveries will be made within 48 hours of pick up, excluding holidays and Sundays (see 3.9).

Vendors are asked to provide detailed cost figures for the services identified in sections 3.0 through 15.4. Based on responses and costs, contracts may be signed for some or all of these services by OhioLINK. Individual institutions may contract for additional services under the terms and conditions of the proposal. OhioLINK and the participating institutions do not obligate themselves to any specific level or quantity of document delivery services. Vendors may submit bids which reflect volume discounts which are dependent on the number of packages shipped.

Wherever the following terms appear, they shall have the meanings set forth opposite each.

WSU or Institution: The Board of Trustees of Wright State University, Dayton, Ohio as fiscally responsible for OhioLINK.

OhioLINK: Ohio Library Information Network

Contractor: The party awarded the contract, its heirs, executors, administrators, successors or assigns.

Proposer or Vendor: Any firm or individual invited by the Purchasing Department, who submits a proposal to fulfill the conditions and terms of this request for proposal.

1.3 Calendar of Events

RFP mailed to vendors	3/1/93	
RFP responses due from vendors		4/1/93
Estimated RFP award date	6/1/93	
Estimated initial contract period	7/93 -	6/96 with two one-year extensions possible

1.4 Questions and Inquiries

If additional information is necessary to assist the vendor in interpreting and responding to the technical aspects of this RFP, questions will be accepted and responses coordinated by:

Dan Gottlieb
Co-Chair, OhioLINK Document Delivery Committee
480 Langsam Library
University of Cincinnati
Cincinnati, Ohio 45221-0033

Phone: (513) 556-1525
Fax: (513) 556-2161

If additional information is necessary to assist the vendor in interpreting administrative

or procedural aspects of this RFP, questions will be accepted and responses coordinated by:

Tom Sanville
Executive Director
OhioLINK
Suite 130
1224 Kinnear Road
Columbus, Ohio 43212

Phone: (614) 292-0067
Fax: (614) 292-4626

Certain general questions may be answered by telephone, but all substantive questions must be submitted in writing.

1.5 Vendor Incurred Expenses

OhioLINK is not responsible for any expenses incurred by a vendor in preparing and submitting a response to this RFP.

1.6 Cancellation of the RFP

OhioLINK reserves the right to cancel all or part of this RFP at any time. In addition, the issuance of this RFP does not imply any commitment to purchase any products or services from any vendor.

1.7 Non-Appropriation of Funds

In the event that funds for this project are not appropriated or are withdrawn, OhioLINK reserves the right to cancel, without penalty, any contract award resulting from this request.

1.8 Rules for Modification or Withdrawal of Responses

No modifications may be made by vendors to responses to the RFP after they are submitted. However, any vendor may withdraw its response at any time.

1.9 Time in Effect

Price quotes are to remain in effect through June 1996.

1.10 Evaluation of Vendor Proposals

Responses to the RFP will be the primary source of information used in the evaluation process. Therefore, vendors are advised to be as complete as possible in their responses. However, OhioLINK reserves the right to:

(1) award to the most responsive and responsible proposer, or to reject any or all proposals and is not necessarily bound to accept the lowest proposal submitted. If the lowest proposal is not the best proposal in Wright State University's (WSU) and OhioLINK's opinion of value received for monies expended, this Institution reserves the right to make the award in the best interest of OhioLINK. In making award, evidence of Proposer's capability to perform a contract of this size, organizational structure, and factors such as Proposer's service, integrity, reputation and past performance will be considered.

(2) visit or contact an current or past users of a vendor's services;

(3) solicit information from any available source concerning any aspect of a vendor's response. (See 2.1.4)

WSU and OhioLINK also reserve the right to make any desired change in the specifications after the same shall have been put under contract but any price changes resulting from a change in specifications shall be agreed upon in advance between OhioLINK and the Contractor. The Contractor shall be furnished a supplement upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

In evaluating the responses to the RFP, WSU in conjunction with OhioLINK reserve the right to (1) accept or reject all or any part of any response, waive minor technicalities and

select a vendor that best serves the interest of the OhioLINK institutions; (2) use any or all of the ideas presented in proposals without limitations; and (3) eliminate from consideration any vendor who does not follow the instructions outlined in this document.

OhioLINK does consider compliance with all specifications of the RFP important, but seeks a vendor who will supply the best price/performance suite of requested services.

Several criteria will be used to evaluate the responses. These include but are not limited to:

- 1.10.1 Vendor's ability to meet overall objectives of the project in both cost-effective and labor-efficient manner.
- 1.10.2 Vendor's proposed process and justification of it.
- 1.10.3 Vendor's stability and financial condition.
- 1.10.4 Vendor's organization, staffing and reputation.
- 1.10.5 Past performance of vendor and evaluation of similar delivery services.
- 1.10.6 Organization of the response and adherence to the RFP.
- 1.10.7 Proposed pick up and delivery schedule.
- 1.10.8 Ability of the proposed process to meet future needs.
- 1.10.9 Cost.

1.11 Contract Negotiations

It is the intent of WSU in conjunction with OhioLINK to award any contract resulting from this RFP to the vendor(s) submitting the proposal that best serves the OhioLINK institutions on the basis of specification requirements, terms and conditions of the proposal, and costs. OhioLINK reserves the right to enter into negotiations with the most responsive proposer for purposes of finalizing any resulting contract.

Effective Date of Contract. The contract period shall be effective from date of contract award through three (3) years not to exceed June 1996 provided OhioLINK and the Institutions are satisfied with vendor performance monitored by the Institution and as long as the contractor remains competitive with performance provided in the marketplace. There may be two (2) renewals of one (1) year each by mutual agreement of both parties.

Contract. The award documents shall be a contract incorporating by reference the terms and conditions of the Request for Proposals and the contractor's proposal as negotiated. The contract shall be awarded by the WSU Purchasing Department in conjunction with OhioLINK.

Consent for Advertising. The selected contractor(s) shall not use the name of the library or Institution in advertising without first obtaining written consent from the Institution. (Ref. 1.13)

1.12 Specifications and Conditions

- 1.12.1 Any conditions which the vendor wishes to stipulate other than those included in this RFP must be specifically stated in writing in the vendor's cover letter (see 2.1.2). If the vendor cannot accept a provision of the RFP, it must state in the same letter the number and title of the unacceptable provision.

1.13 Publicity

No announcement concerning OhioLINK's selection of a vendor(s) and/or awarding of a contract as a result of this RFP may be made by the vendor without the prior written approval of OhioLINK. (Ref. 1.11)

1.14 Confidentiality of Vendor Responses

All proposals will be available for review by any representative of OhioLINK or participating institutions.

II. Instructions to Vendors

2.0 Format of Vendor's Response

Vendor responses must be submitted as specified below. Contents and materials must be clearly marked. Vendors are encouraged to submit additional narrative information, materials, and documents in support of a proposal; brochures or other materials beyond those sufficient to present a complete and effective proposal are not desired.

2.1 Submission Requirements

Materials are to be submitted on letter size (8 1/2 x 11) paper and must be presented in loose-leaf notebooks (or in other binders which permit easy photocopying, disassemble and re-assembly of sections of the response, as desired).

2.1.1 Vendor Identification Sheet (Label A)

Copy and complete this identification sheet (see Appendix C).

2.1.2 Cover Letter (Label B)

A brief cover letter on vendor stationery must be included with the RFP response. It must (1) state that the RFP has been read and agreed to; (2) include all exceptions which the vendor wishes to note (see 1.12.1); and be signed by an individual authorized to negotiate with OhioLINK.

2.1.3 Vendor Information (Label C)

Provide a concise description of your company. Include information concerning financial stability (e.g. latest annual report), general organization and staffing, and experience of the company in the area of delivery services specified in this RFP.

2.1.4 Customer References (Label D)

Provide a list of 5-10 customers, including both current and past. Give the following information for each:

Company Name
Contact Person
Address
Telephone Number
Services Provided

2.1.5 Proposed Project Overview (Label E)

Provide a concise overview of the proposed process for this project. Describe how pick up and delivery activities will be accomplished from an OhioLINK institution's perspective, including anticipated involvement of the institution's staff. Provide flowcharts or diagrams which will facilitate understanding of vendor's detailed proposal. It is anticipated that these overview statements will be widely distributed to provide an overview of competing vendor's proposals.

2.1.6 Vendor Response Form (Label F) See Section V.

2.1.7 Cost Information (Label G)

Use or duplicate the Cost Table provided with the RFP. Instructions for completing are included on the table (see Section VI). This format for submission of costs must be followed.

2.1.8 Submission Information

In order to facilitate the review process, one original response and twenty-five (25) copies of the proposal must be submitted as stipulated below.

Responses must be received by 3:00 p.m. on April 1, 1993.

The original proposal package should be addressed to:

Wright State University
Purchasing Department
ATTN: Jerry Black
246 Allyn Hall
3640 Colonel Glenn Highway
Dayton, Ohio 45435

Note: Copies should be sent with the original response. No telefacsimiles will be accepted.

Deadline. To be considered for selection, proposals must be received in the WSU Purchasing Office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the Issuing Office. Proposals received in the Purchasing Office after the date and hour designated are automatically disqualified and will not be considered. WSU is not responsible for delays in the delivery of mail by the U.P.S., postal service, private couriers, or the intra-university mail system. It is the sole responsibility of the proposer to insure that its proposal reaches the Purchasing Office by the designated date and hour.

III Definitions

3.0 Pick Up and Delivery Services

3.1 Courier Service: The pick up and delivery of packages as described herein.

3.2 Packages: The term "package" as used herein means any individual package weighing up to a maximum of seventy (70) lbs and is less than 84" in length and girth combined, which contains one or multiple library materials/items, or other library-to-library materials.

3.2.1 Library Materials/Items: The term "library materials" or "items" as used herein means any library resource shared among OhioLINK libraries. This includes, but is not limited to: books, magazines, video and audio tapes, microforms and educational kits.

3.3 Participating Libraries: The term "participating libraries" as used herein means any library participating in the OhioLINK project, present and future, and those libraries' branches and/or regional campuses. A list of the current participating libraries is attached to this RFP.

3.3.1 Pick ups and deliveries are to be made from a campus library, to a campus library as specified within this RFP.

3.4 Contractor: The term "contractor," "bidder" and "vendor" as used herein shall mean the successful vendor(s) awarded the contract to provide library-related courier service(s) for participating libraries.

3.4.1 The successful contractor awarded this contract shall have at least three (3) years experience in providing statewide courier services to any location within the state of Ohio. Preference will be given to those contractors with at least three (3) years experience in providing statewide courier services for library related materials.

3.6 Classification (Rating): The class to which a package is assigned for the purpose of applying transportation charges.

3.7 Intrastate: Traffic having origin, destination and entire transportation within the same state (i.e. state of Ohio.) For the purposes of this RFP, all OhioLINK packages will be picked up and delivered within the state of Ohio.

3.8 Business Day: The "standard" or "normal" business day as used herein means an operating time between the hours of 8:00 am and 5:00 pm, Monday through Friday.

- 3.8.1 OhioLINK is interested in a cost option for providing Monday through Saturday delivery. (See 8.2.1.)
- 3.9 Standard Delivery: Delivery that is to arrive at its destination within 48 hours of pick up excluding state (and federal as applicable) observed holidays, Sundays.
- 3.10 Bill of Lading: A contract issued to the shipper by a transportation agency listing the goods shipped, acknowledging their receipt and promising delivery to a specific destination.
- 3.11 Inside Delivery: Packages being delivered, by the contractor, inside the building of the designated point of delivery.
- 3.12 Concealed Loss of Damage: Loss or damage to the contents of a package which is not apparent until opened.

IV Specifications - Pick up and Delivery Services

4.0 Classifications

4.1 Intrastate Delivery Services only.

5.0 Applicable Documents

The contractor must have the following regulatory entities' laws, rules, permits, certifications and regulations as applicable to operate a courier system as stipulated herein.

5.1 Public Utilities Commission of Ohio (PUCO)

5.1.1 Prospective contractors must provide a copy of their PUCO certificate(s) and/or permit(s).

6.0 General Requirements

6.1 Upon completion of the contract between the contractor and OhioLINK, the contractor shall establish a pick up and delivery schedule for each participating library, and optionally at its branches and/or regional campuses.

6.1.1 Prospective contractors must provide a proposal detailing a schedule for pick up and delivery at each participating library, main libraries as listed in Appendix A-1, with their RFP response.

6.1.2 Prospective contractors must provide a proposal detailing a schedule for pick up and delivery at each participating library, main libraries including their regional campuses/branches as listed in Appendix A-2, with their RFP response.

6.1.3 Prospective contractors must provide a cost estimate for providing an option for multiple pick ups on the same day at each participating library, main libraries as listed in Appendix A-1, with their RFP response (e.g. once in the morning and again in the afternoon).

6.1.4 Prospective contractors must provide a cost estimate for providing an option for multiple pick ups on the same day at each participating library, main libraries including their regional campuses/branches as listed in Appendix A-2, with their RFP response (e.g. once in the morning and again in the afternoon).

6.1.5 Prospective contractors shall provide a cost estimate for on-demand pick ups. The contractor will be called by the institution in the morning to schedule a pick up for that day. This would be used primarily by the smaller regional campuses/branches as listed in Appendix A-2 who may not have a need for a scheduled daily pick up.

6.2 All shipments shall require inside delivery as defined in paragraph 3.11. In the event the contractor is unable to make a delivery of an item, through no fault of its own, a non-delivery notice is to be left at the co-signee's address stating a delivery has been attempted. The contractor shall make two (2) additional attempts before returning to the shipper, unless instructed otherwise by the shipper.

- 6.2.1 Prospective contractors must provide written documentation on how non-delivery is handled.
- 6.2.2 A sample non-delivery notice must accompany the RFP response.
- 6.3 The contractor shall be required to obtain an authorized signature to show proof of delivery.
- 6.4 The contractor shall provide instructions concerning the maximum weight and overall size per individual package.
- 6.4.1 Prospective contractors must provide a copy of these instructions with the RFP response.
- 6.5 The contractor must have the capacity to trace and locate any package within four (4) hours after notification of non-receipt. This is to be provided at no additional cost to OhioLINK or the participating libraries. The contractor must maintain sufficient delivery records for 120 days to answer any trace and locate inquiries from participating libraries.
- 6.5.1 Prospective contractors must provide written documentation on their capacity to "trace and locate" packages and a timeframe for providing a response to inquiries.
- 6.6 The contractor shall provide all bill of lading forms, pick up registers, forms, etc. to participating libraries at no additional cost to OhioLINK or the participating libraries.
- 6.7 The contractor must have the capacity to return to the participating library undeliverable or refused packages without independent charges.
- 7.0 Service Requirements
- 7.1 The contractor shall be capable of providing pick up and delivery service as specified herein to each participating library, its branches and/or regional campuses.
- 7.1.1 Prospective contractors must provide detailed cost information for providing pick up and delivery services as specified herein to each participating library, main libraries as listed in Appendix A-1.
- 7.1.2 Prospective contractors must provide detailed cost information for providing pick up and delivery services as specified herein to each participating library, main libraries including their regional/branch campuses as listed in Appendix A-2.
- 7.2 The contractor awarded this non-exclusive contract shall be the sole carrier for OhioLINK. Subcontracting with another vendor shall not be permitted. This contract does not preclude libraries from participating in other consortium courier services.
- 8.0 Delivery of Packages
- 8.1 All packages shall be picked up within sufficient time to allow for the proper delivery of the packages within the terms of the contract.
- 8.2 The contractor must be able to deliver all packages library-to-library within 48 hours of pick up, excluding holidays, and Sundays.
- 8.2.1 Prospective contractors must provide cost information to allow participating libraries, main libraries as listed in Appendix A-1, an option for Saturday pick up and delivery.
- 8.2.2 Prospective contractors must provide cost information to allow regional/branch campuses as listed in Appendix A-2, an option for Saturday pick up and delivery.
- 8.3 For the purposes of this RFP the term "Standard Delivery" is defined as deliveries that are to arrive at their destinations within 48 hours of pick up (see 3.9).
- Prospective contractors are required to complete the cost table included with this RFP detailing cost differences for 24, 36, 48 and 72 hour delivery.
- Complete Section VI, page 21, Cost Table
- 8.4 Should a state (and federal as applicable) observed holiday coincide with a scheduled daily pick up, the pick up or delivery will be scheduled for the next normal working day.

8.4.1 Prospective contractors shall provide a list of observed holidays that will affect the scheduled pick up or delivery of packages. (See Appendix B for a list of holidays observed by participating libraries.)

8.4.2 Since institutions sometimes change holidays, participating libraries will notify the contractor to cancel pick up or delivery on holidays other than those listed in Appendix B.

Specify: how/when should participating libraries notify the contractor to cancel pick up or delivery on holidays or other days not listed in Appendix B?

8.5 Prospective contractors shall provide pick up times and delivery schedules as part of their RFP response.

8.5.1 Prospective contractors shall provide a copy of the company's policy and procedures for pick up and delivery as part of their RFP response.

8.6 The term "package" as defined in section 3.2 means "any individual package weighing up to a maximum of seventy (70) lbs and is less than 84" in length and girth combined." Prospective contractors shall have the capacity to occasionally handle packages greater than the maximum weight and size defined in section 3.2.

8.6.1 Prospective contractors shall provide information about how and if they will handle packages exceeding the maximum size and weight as defined in section 3.2 .

If this information is provided, prospective contractors shall provide detailed cost information regarding the handling of these packages.

8.7 Prospective contractors shall provide information relating to price discounts for library-to-library shipments exceeding specified service levels such as, but not limited to, weight per package, weight per shipment, number of packages per shipment, number of total packages shipped within a specified period of time, number of destination points, etc.

Prospective contractors must clearly indicate how such discounts, if any, are calculated.

Specify: how are price discounts calculated?

9.0 After Hours Pick Up/ Delivery

9.1 Arrangement for pick up and delivery times, other than normal business hours, must be arranged between the contractor and the prospective sending/receiving libraries. When requested, the contractor shall provide lockable security containers (box, bin, etc.) at no cost to OhioLINK or the participating library to accomplish secure pick up and delivery. These containers will be positioned outside of the library and therefore must be unmovable (i.e. bolted to the ground, chainlocked, etc..) to protect the contents against theft, and they must protect the contents against inclement weather.

9.2 If applicable, placement of lockable security containers must be arranged with the participating library.

9.3 Lockable security containers will be the responsibility of the contractor and must be maintained within the standards of the participating library. Neither OhioLINK nor the participating library will be responsible for the physical containers or their contents.

10.0 Mailing Packaging/Containers

10.1 The contractor will make available to participating libraries ready-to-use packaging and/or reusable covered containers to contain and direct shipments.

These containers shall not require separate wrapping of each item contained within. This will be provided at no additional cost to OhioLINK or participating libraries.

10.1.1 Prospective contractors shall provide sample packaging as part of their RFP response.

Specify: If the contractor can supply standard boxes of two or three sizes that are reusable, allow quick insertion of books or documents, with clear, standardized labels?

Specify: How will packages be tracked or monitored?

Specify: If the contractor will use bar codes to track and monitor packages? If so, please

explain process and costs involved.

11.0 Toll-Free Telephone Line

- 11.1 The contractor must provide access to a toll-free telephone line for the purposes of bill resolution, envelope supply, tracking shipments and other issues related to the services stipulated herein. Establishment and maintenance of the toll-free line will be provided by the contractor at no additional cost to OhioLINK or the participating libraries.

Specify Toll-Free telephone number

12.0 Insurance

- 12.1 The contractor shall be required to insure all packages, drivers, vehicles, etc. Neither OhioLINK nor the participating libraries are responsible for providing insurance to cover delivery specifications as outline herein.

12.1.1 Prospective contractors shall submit with their RFP response a copy of the certificate proving that their firm's employees are covered by Workers' Compensation Employees' Liability and/or Contractor's Insurance in amounts sufficient to satisfy all claims that might arise from the acts of their employees or others working for the contractor.

12.1.2 Prospective contractors shall submit with their RFP response proof of public liability insurance with limits of not less than one hundred thousand (\$100,000.00) dollars for any one person and two hundred thousand (\$200,000.00) dollars for any one occurrence of death or personal injury and three hundred thousand (\$300,000.00) dollars for any one occurrence for property damage. A certificate of insurance showing the types of coverage shall be submitted with the RFP response.

- 12.2 The contractor shall provide Declared Value Insurance of one hundred (\$100.00) per item. This shall be provided at no additional cost to OhioLINK or participating libraries.

12.2.1 Prospective contractors shall provide a table of rates for insuring individual items in excess of one hundred dollars (\$100) in value.

13.0 Concealed Damages

- 13.1 The contractor shall be contacted immediately by the participating library when concealed damages are encountered. The contractor shall inspect the report including, but not limited to, packing materials. If it is determined damages were incurred during shipment, the contractor shall issue a claim form and shall be held liable per the insurance liability coverage clause (see 12.2). If it is determined that damages are not as a result of the contractor, OhioLINK and/or the participating library shall assume responsibility.

13.1.1 The contractor shall include as part of the RFP response the number of concealed damages claims reported during the last three (3) calendar years.

14.0 Parking

- 14.1 Participating libraries will provide on campus parking for the contractor for pick up and delivery purposes only.

14.2 Neither OhioLINK nor the participating libraries will be responsible for traffic violations incurred by the contractor in the performance of its contractual responsibilities. This includes parking violations in areas not designated by the participating library.

15.0 Accounting Records and Reports

- 15.1 Billings for delivery services will be processed by the central office at OhioLINK. The billing report shall be broken down to the specific library level, indicating the number of packages sent and their destination(s).

15.1.1 Prospective contractors shall provide a sample billing report with a breakdown indicating the number of packages sent and their destination(s).

- 15.2 Billings for delivery services will be prepared and sent by the contractor to the central office at OhioLINK on a monthly basis.

- 15.3 Upon request by OhioLINK, the contractor shall supply a copy of any/all monthly summary reports of activity at no additional cost.
- 15.4 The contractor will be required to maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and other procedures specified by OhioLINK or the state of Ohio. Upon request, financial and accounting records shall be made available to OhioLINK, the state of Ohio and/or its designees, at any time during the contract period and any extension thereof, and for three (3) years from expiration date and final payment on the contract or extension thereof.

Note to Prospective Contractors

The OhioLINK project is an evolving process, and not all of the participating libraries are ready to begin full participation at this time. Further, the number of libraries participating in OhioLINK will continue to grow. The contractor must be aware that not all of the eighteen libraries participating in the first phases of the project will need delivery services at the contract's inception.

Attached to this RFP is a list of those libraries currently participating in OhioLINK. The list is divided into two groups: Appendix A-1 lists those delivery points needed for participating libraries, main libraries only .

Appendix A-2 lists those delivery points needed for participating libraries, main libraries including their regional/branch campuses. OhioLINK is in-terested in the cost factors associated with including or excluding regional/ branch campuses as delivery points for services. Prospective contractors must clearly indicate in their RFP response additional cost factors associated with inclusion of the regional/branch campuses as delivery points.

It is anticipated that both the OhioLINK delivery system and local delivery systems will co-exist. Cost-effective service by the chosen vendor has the potential for attracting additional contracts from various consortia.

OhioLINK expects that initial ground service delivery will begin by July 1993.

V. Vendor Response Form

Prospective contractors must complete this form and provide written responses and documentation to the following specifications. Vendors should clearly indicate the specification number when responding.

Status responses are required for each of the listed sections in addition to written responses or documentation. The following definitions apply:

A = AVAILABLE

Definition: The specification is AVAILABLE if it is currently available to perform the specific purpose specified in the RFP.

NA = NOT AVAILABLE

Definition: The specification is NOT AVAILABLE if it is not a currently capability which could be used to perform the action specified in the RFP.

TBA = TO BE AVAILABLE

Definition: The specification is TO BE AVAILABLE if it will be available within the immediate timeframe of the OhioLINK project. A date of availability which will be guaranteed must be specified within this response.

<u>SECTIONS</u>	<u>STATUS</u>	<u>DATE</u> (If TBA noted, date of availability)
3.4.1	_____	_____
5.1.1	_____	_____
6.1.1	_____	_____
6.1.2	_____	_____
6.1.3	_____	_____
6.1.4	_____	_____
6.1.5	_____	_____
6.2.1	_____	_____
6.4.1	_____	_____
6.5.1	_____	_____
8.2.1	_____	_____

<u>SECTIONS</u>	<u>STATUS</u>	<u>DATE</u> (If TBA noted, date of availability)
8.2.2	_____	_____
8.3	_____	_____
8.4.1	_____	_____
8.4.2	_____	_____
8.5.1	_____	_____
8.6.1	_____	_____
8.7	_____	_____
9.1	_____	_____
10.1.1	_____	_____
11.1	_____	_____
12.1.1	_____	_____
12.1.2	_____	_____
12.2.1	_____	_____
13.1.1	_____	_____

15.1.1

Appendix A-1 Delivery Points, Main Libraries

OhioLINK Libraries Document Delivery Points

<u>Institution</u>	<u>Delivery Points</u>	<u>City</u>
University of Akron	Main Library Law Library	Akron Akron
Bowling Green	Main Library	Bowling Green
Case Western Reserve	Main Library Health Sciences Library Law Library Social Sciences Library	Cleveland Cleveland Cleveland Cleveland
Central State	Main Library	Wilberforce
University of Cincinnati	Main Library Law Library Medical Library	Cincinnati Cincinnati Cincinnati
Cleveland State	Main Library Law Library	Cleveland Cleveland
University of Dayton	Main Library Law Library	Dayton Dayton
Kent State	Main Library	Kent
Medical College of Ohio	Medical Library	Toledo
Miami University	Main Library	Oxford
North Eastern Ohio Universities College of Medicine	Medical Library	Rootstown
Ohio State University	Main Library Health Sciences Library Law Library	Columbus Columbus Columbus
Ohio University	Main Library	Athens
Shawnee State	Main Library	Portsmouth
State Library	Main Library	Columbus

Appendix A-1 Delivery Points, Main Libraries (continued)

OhioLINK Libraries Document Delivery Points

<u>Institution</u>	<u>Delivery Points</u>	<u>City</u>
University of Toledo	Main Library Law Library	Toledo Toledo
Wright State University	Main Library Health Sciences Library	Dayton Dayton
Youngstown State	Main Library	Youngstown
Independent	Central Regional Storage Northeast Regional Storage Northwest Regional Storage Southwest Regional Storage	Columbus Rootstown Perrysburg Middletown

Appendix A-2 Delivery Points, Main Libraries including OhioLINK Libraries Document Delivery Points		Regional/Branch Campuses
<u>Institution</u>	<u>Delivery Points</u>	<u>City</u>
University of Akron	Main Library Law Library Wayne College	Akron Akron Orrville
Bowling Green	Main Library Firelands College	Bowling Green Huron
Case Western Reserve	Main Library Health Sciences Library Law Library Social Sciences Library	Cleveland Cleveland Cleveland Cleveland
Central State	Main Library	Wilberforce
University of Cincinnati	Main Library Law Library Medical Library Clermont College Raymond Walters College	Cincinnati Cincinnati Cincinnati Batavia Blue Ash
Cleveland State	Main Library Law Library	Cleveland Cleveland
University of Dayton	Main Library Law Library	Dayton Dayton
Kent State	Main Library Ashtabula Regional Campus East Liverpool Reg Campus Geauga Regional Campus Salem Regional Campus Stark Regional Campus Trumbull Regional Campus Tuscarawas Reg Campus	Kent Ashtabula E. Liverpool Burton Salem Canton Warren New Philadelphia
Medical College of Ohio	Medical Library	Toledo
Miami University	Main Library Hamilton Branch Campus	Oxford Hamilton

Appendix A-2 Delivery Points, Main Libraries including Regional/Branch Campuses (continued)

OhioLINK Libraries Document Delivery Points

<u>Institution</u>	<u>Delivery Points</u>	<u>City</u>
North Eastern Ohio Universities College of Medicine	Medical Library	Rootstown
Ohio State University	Main Library	Columbus
	Health Sciences Library	Columbus
	Law Library	Columbus
	Agricultural Tech Institute	Wooster
	Lima Regional Campus	Lima
	Mansfield Regional Campus	Mansfield
	Marion Regional Campus	Marion
	Newark Regional Campus	Newark
Ohio University	Main Library	Athens
	Chillicothe Regional Campus	Chillicothe
	Eastern Regional Campus	St Clairsville
	Ironton Regional Campus	Ironton
	Lancaster Regional Campus	Lancaster
	Zanesville Regional Campus	Zanesville
Shawnee State	Main Library	Portsmouth
State Library	Main Library	Columbus
University of Toledo	Main Library	Toledo
	Law Library	Toledo
Wright State University	Main Library	Dayton
	Health Sciences Library	Dayton
	Lake Campus	Celina
Youngstown State	Main Library	Youngstown
Independent	Central Regional Storage	Columbus
	Northeast Regional Storage	Rootstown
	Northwest Regional Storage	Perrysburg
	Southwest Regional Storage	Middletown

Appendix B, Observed Holidays

The following holidays will be observed by participating OhioLINK libraries. Pick ups and deliveries falling on these days will be scheduled for the next normal working day. Contractors observing additional holidays shall provide a list of such days that will affect pick up and delivery of packages (see 8.3, 8.3.1).

Note: Holidays falling on Saturday will be observed on the preceding Friday; Sunday holidays will be observed on the following Monday.

Holidays	1993	1994	1995
New Year's Day (First Day in January)	Jan 1	Dec 31	Jan 2
Martin Luther King Day (Third Monday in January)	Jan 18	Jan 17	Jan 16
President's Day (Third Monday in February)	Feb 15	Feb 21	Feb 13

Memorial Day (Last Monday in May)	May 31	May 30	May 29
Independence Day (Fourth day of July)	Jul 5	Jul 4	Jul 4
Labor Day (First Monday in September)	Sep 6	Sep 5	Sep 4
Columbus Day (Second Monday in October)	Oct 11	Oct 10	Oct 9
Veterans' Day (Eleventh Day of November)	Nov 11	Nov 11	Nov 10
Thanksgiving Day (Fourth Thursday of November)	Nov 25	Nov 24	Nov 23
Christmas Day (Twenty-fifth day of December)	Dec 24	Dec 26	Dec 25

Appendix C/Label A

Vendor Identification Sheet

Company Name: _____

Mailing Address: _____

Telephone: _____

Fax Telephone: _____

Contact Person: _____

Company Size (Please Check One)

☐ 1 - 10 FTE (Full Time Employees)

☐ 11 - 20 FTE

☐ 21 - 50 FTE

☐ 51 - 100 FTE

☐ Over 100 FTE